



City of Bellevue Fire Department  
P.O. Box 90012  
Bellevue, WA 98009 (425) 452-6872

## Operational Permit Application Motor-Fuel Dispensing Facilities & Repair Garages

*Work or activity requiring a permit shall not commence until such work or activity has been inspected and authorized with a valid permit. Violation of this condition may result in additional permit or inspection fees.*

### GENERAL INFORMATION *(to be completed by the permit applicant)* (PLEASE PRINT)

Business Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone No.	
Email Address:		

### LOCATION OF PERMITTED ACTIVITY *(if different than above)* (PLEASE PRINT)

Business Name:		
Address:		
City:	State:	Zip:

### PERMIT BILLING *(if different than above)* (PLEASE PRINT) *(Permits will be billed by the City of Bellevue)*

Business Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone No.	
Email Address:		

[Click here](#) for the current permit fee. Note: This fee will change every January 1<sup>st</sup> based on the current Seattle Consumer Price Index. Governmental or non-profit organizations are exempt from permit fees. If non-profit, please provide IRS documentation for non-profit status.

- Temporary use permits are invoiced within 30 days of permit issuance.
- Until revoked permits are invoiced January each year.
- All permits are subject to a late fee if not paid within 30 days of receipt.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### FIRE PREVENTION OFFICE USE ONLY:

Specific Permit Conditions:	
Application Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason for Denial:	
Reviewed / Inspected By:	Date:



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## **PERMIT CONDITIONS**

### **MOTOR-FUEL DISPENSING FACILITIES & REPAIR GARAGES**

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**The following conditions shall be adhered to at all times for the permit to be valid.**

1. An operational permit is required for operation of repair garages and automotive, marine and fleet motor fuel-dispensing facilities.
2. A separate operational permit is required for flammable and combustible liquid storage / use within a building, spray finishing, hot work operations, and LP-Gas storage / use.
3. Cleaning of parts shall be conducted within an approved parts-cleaning machine.
4. Self-closing metal cans shall be used for oily waste materials.
5. Portable fire extinguishers shall have a minimum 2A:20:BC rating, with a maximum 75 ft travel distance.
6. Sources of ignition shall not be located within 18 inches of the floor.
7. Smoking shall not be allowed in repair garages.
8. Dispensing devices shall be located such that all portions of the vehicle being fueled will be on the premises of the facility.
9. An identified and readily accessible emergency disconnect switch shall be provided at an approved location within 100 feet, but not less than 20 feet of the fuel dispensers.
10. Operating instructions and warning signs shall be conspicuously posted at each fuel dispenser.
11. Attended self-service motor fuel-dispensing facilities shall have at least one qualified attendant on duty while the facility is open for business.
12. Unattended self-service motor fuel-dispensing facilities shall be equipped with an emergency procedures sign and a telephone not requiring a coin to operate in an approved location.
13. Smoking and open flames shall be prohibited in areas where fuel is dispensed. The engines of vehicles shall be shut off during fueling.